



# Community Development Department - Planning Division

3900 Main Street, Riverside, CA 92522 (951) 826-5371 Fax: (951) 826-5981 www.Riversideca.gov

## *Application Checklist*

### ITEMS THAT MUST BE SUBMITTED BEFORE AN APPLICATION CAN BE ACCEPTED FOR PROCESSING:

- ☐ Completed application form, including:
  - Owner's Signature
  - Property Address and/or Assessor's Parcel Number
  - Copy of Grant Deed
  - Detailed Description of Request
- ☐ Required Fees (see Fee Schedule)
- ☐ All Required Plans Drawn to Scale (plot plans, building elevations, floor plans as required)
- ☐ Required Number of Full-Size Plans Folded to 8½" x 14"
- ☐ Variance Justification Forms (if required)
- ☐ Adjacent Property Owner Signatures (if required)
- ☐ Grading Plan and Grading Exception Forms (if required)
- ☐ Environmental Information Form (if required)
- ☐ Proof of ALUC Submittal (if required)
- ☐ PMT's and/or reduced graphics (if required)
- ☐ Hazardous Site Review and Hazardous Materials Questionnaire

**APPLICATIONS CONTAINING THE ABOVE LISTED MATERIAL WILL BE CONDITIONALLY ACCEPTED AS COMPLETE. HOWEVER, SHOULD ADDITIONAL INFORMATION BE REQUIRED ONCE THE APPLICATION HAS BEEN ACCEPTED, THE CASE PLANNER WILL NOTIFY THE APPLICANT IN A FOLLOW-UP LETTER. APPLICATIONS CANNOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS SUBMITTED, AND THE PROCESSING SCHEDULE WILL BE BASED ON THE DATE ALL REQUIRED MATERIALS ARE SUBMITTED.**

**PROJECT DESCRIPTION/ADDRESS** \_\_\_\_\_

**ACKNOWLEDGMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COUNTER PLANNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CASE NUMBER** \_\_\_\_\_